

CONFIDENTIAL

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4/13/12 SSC

County of Sullivan, NH

Type of meeting: Board of Commissioners Executive Session Per RSA 91-A:3.II.c., d. & i. – Discussion Related to Possible Emergency Operation Center, Meeting Minutes

Date/Time: Tuesday, October 18, 2011; 4:55 PM

Place: Unity, NH – Sullivan County Health Care Facility, 5 Nursing Home Drive, Claremont NH 03743 – Frank Smith Living Room

Attendees: Commissioner Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk; Greg Chanis – County Administrator; High County Sheriff Michael Prozzo (arrived later in meeting); and Sharon Callum – Administrative Assistant.

Agenda Item No. 9. Probable Executive Session Per RSA 91-A:3.II.c., d. & i. – Discussion Related to Possible Emergency Operation Center

4:55 Motion: to go into Executive Session Per RSA 91-A:3.II.c.d. & I to discuss a possible emergency operation center. Made by: Callum Jr. Seconded by: Barrette. Those in Executive Session included: the three Commissioners, County Administrator, High County Sheriff and Minute Taker. Roll call vote: All were in favor.

Mr. Chanis distributed a package [Appendix E], discussed the public health and emergency management grants received over the past three years, what they funded and the equipment/trailers purchased through the funding; there is a need for a public health entity and it makes sense to create a central dispatch with the public health program; at the same time, the County has periodically been approached to look into, and encouraged, establishing a County wide dispatch for EMS and fire; COOS is the only other county that does not have central dispatch; the City of Claremont holds a deed to the old armory building on Winter Street - electricity is off, water drained where a central dispatch would be ideally located; Sheriff Prozzo broached the subject with Chief Scott and Guy Santagate - they would be in favore to explore the idea, and would either give the County the building or allow them a 99 year lease; Sheriff Prozzo has also held discussions using this type of building for a western region enforcement training center.

Mr. Chanis reviewed the following documents from the package distributed:

- ❑ Current Policy/fire EMS Expense Sullivan County Municipalities – this sums up current costs for each town; the shaded gray areas are areas where numbers have not been identified yet.
- ❑ Emergency Operations Center (EOC) Expense/Revenue Overview – this is their first attempt to draft a budget.
- ❑ Dispatch Center Draft Operating Budget
- ❑ Public Health Center Draft Operating Budget
- ❑ Facility Maintenance Draft Operating Budget
- ❑ Capital Expense Worksheet Sullivan County Emergency Operations Center
- ❑ Unmet Needs for Public Health Emergency Facilities in the Valley Regional Hospital Service Area – compiled by Jessica McAuliff

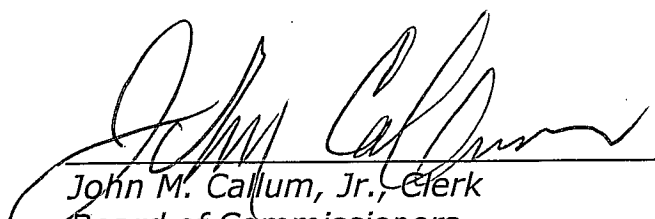
Chanis noted he and the Sheriff visited Grafton County dispatch, that dispatch center also handles calls for one other business, as well as alarm monitoring for banks and other businesses – another source of revenue for the center. Grafton dispatch handles 64 agencies. Grafton bills out calls per service, some were a minimum of \$1,500. It was noted, Golden Cross runs their own dispatch, and they have had no contact with them about this subject, but there could be a potential for added revenue if the organization wanted to discontinue dispatch. At this point, they have counted approximately 45 agencies Sullivan County dispatch would serve - one town may have up to three agencies. Sheriff pointed out the capital budget is based on older numbers for computer, radio equipment and software; staffing would be based on dispatch call load. He's working on updating the numbers. Chanis noted the building could be used for emergency shelter – from the west side of the county, training, tax payers would not pay any more than what they are currently paying, may even pay less, but the central dispatch would improve quality of service. Sheriff Prozzo feels there is grant funding available for, at least, the equipment.

Mr. Chanis and Sheriff Prozzo will get plans of the building, discuss the numbers further, and draft a letter of the proposed course of action, then return to the Boards' next meeting; in the meantime, no further discussions will take place outside of Executive Session.

5:32 Sheriff Prozzo left the meeting.

5:32 Motion: to come out of Executive Session. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

Respectfully submitted,


John M. Callum, Jr., Clerk
Board of Commissioners

JC/s.j.c.

Date minutes approved:

11/01/11

Date minutes unsealed:

4/3/12

**Current Police/Fire/EMS Expense
Sullivan County Municipalities
10/17/2011**

Appendix E

Municipality	Current Cost Per Agency		
	Police	Fire	EMS
Actworth	NA	0	0
Charlestown	172,048	36,730	0
Claremont	471,000	INC	INC
Cornish	8,733	5,478	6,151
Croydon	12,000	INC	INC
Goshen	7,374	9,277	0
Grantham	20,000	0	0
Langdon	2,900	0	0
Lempster	11,500	14,300	INC
Newport	253,000	INC	INC
Plainfield	15,000	0	0
Springfield	11,500	3,500	INC
Sunapee	26,000	26,000	INC
Unity	4,900	15,500	0
Washington	22,000	INC	INC
Agency Sub Total	1,037,955	110,785	6,151
	Total		1,154,891

Emergency Operations Center (EOC)
Expense/Revenue Overview
10/17/2011

Expense Overview	
Dispatch Center	912,267
Public Health/ Emergency Preparedness	153,653
Facility Maintenance	64,017
Bond payment	100,000
Estimated EOC Center Cost	1,229,937

Revenue Sources	
Municipalities	1,200,000
Alarm Monitoring	15,000
Golden Cross Dispatch	????
Stae PHN Grant Funding (Current)	70,000
Estimated Revenue	1,285,000

Dispatch Center
Draft Operating Budget
10/17/2011

Full Time Wages	FTE	Hours	\$/hr	
Dispatchers	7	14560	20.00	291,200.00
Director	1	2080	25.00	52,000.00
???????	0	0	0.00	0.00
ET Buyback				6,600.00
Overtime				10,000.00
Holiday/Shift Differential				49,120.00
FICA				31,282.38
Retirement				35,984.96
Unemployment Insurance				5,000.00
Workers Comp Ins				5,000.00
Life Insurance				176.00
Health Insurance (8 FTE x \$22,500/Plan)				180,000.00
Dental (8FTE x \$1,200/plan)				9,600.00
Total FullTime Expense				675,963.34

Part Time Wages	FTE	Hours	\$/hr	
Part Time Dispatchers	3.2	6656	20	133,120.00
	0	0	0	0.00
FICA				10,183.68
Unemployment Insurance				500.00
Workers Comp Ins				2,500.00
Total Part Time Personell Expense				146,303.68

Other Expenses		
Contract Services		30,000.00
General Supplies		5,000.00
General Maintenance and Repair		10,000.00
Telephone/Internet		20,000.00
Capital Reserve / Depreciation		25,000.00
Total Other Expenses		90,000.00

Total Estimated Dipatch Center Expense	912,267.02
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**Public Health Center
Draft Operating Budget
10/17/2011**

Full Time Wages	FTE	Hours	\$/hr	
Public Health Coordinator	1	2080	22.50	46,800.00
Assistant	1	2080	14.00	29,120.00
ET Buyback				1,460.00
Overtime				
Holiday/Shift Differential				0.00
FICA				5,919.57
Retirement				6,809.44
Unemployment Insurance				500.00
Workers Comp Ins				1,500.00
Life Insurance				44.00
Health Insurance (1 FTE x \$22,500/Plan)				45,000.00
Dental (8FTE x \$750/plan)				2,000.00
Total Full Time Expense				139,153.01

Part Time Wages	FTE	Hours	\$/hr	
	0	0	20	0.00
	0	0	15	0.00
FICA				0.00
Unemployment Insurance				0.00
Workers Comp Ins				0.00
Total Part Time Personell Expense				0.00

Other Expenses		
Contract Services		5,000.00
General Supplies		5,000.00
General Maintenance and Repair		1,000.00
Telephone/Internet		1,000.00
Capital Reserve / Depreciation		2,500.00
Total Other Expenses		14,500.00

Total Estimated Public Health/E Preparedness	153,653.01
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**Facility Maintenance
Draft Operating Budget
10/17/2011**

Part Time Wages	FTE	Hours	\$/hr	
Maint/Janitor 12 hours /wk @ 15 hour	0.2	416	15	6240
			FICA	477.36
			Unemployment Insurance	50
			Workers Comp Ins	250
			Contract Services	2,500.00
			General Supplies	2,000.00
			General Maintenance and Repair	7,500.00
			Telephone/Internet	0.00
			Fuel Oil/ Propane	35,000.00
			Electricity	10,000.00
Total Facility Expenses				64,017.36

Capital Expense Worksheet
Sullivan County Emergency Operations Center
10/17/2011

Component	Estimated	Notes
Dispatch Center Technology Design/ Install	450,000	Computer, Radio Equipment, Software Etc...
Generator install	60,000	
Dispatch Center Furniture	45,000	
Training Facility Retrofit	30,000	Public Health, Police/Fire/EMS training
Public Health Office Retrofit	15,000	
Misc. Paint/Flooring	30,000	
Sitework	55,000	Paving, Fencing, signage improvements
Total Estimated Capital Expense	\$685,000	

Unmet Needs

for Public Health Emergency Facilities, in the Valley Regional Hospital Service Area (Claremont):

Prepared by: Jessica McAuliff, Public Health Regional Coordinator

In addition to serving as a central Dispatch Center, the former National Guard Armory site in Claremont would be an ideal site to fulfill several of our unmet needs for the Emergency Service Function-8 plans that Greater Sullivan County Public Health is required to put in place.

Choosing to utilize this site would be an asset to the County for many reasons. Below are some unmet needs in the area of Public Health Emergency Preparedness, that could be fulfilled by use of the Armory site:

1. **A Neighborhood Emergency Help Center (NEHC)** is a site that would serve as an information and referral site to providing basic medical evaluation and triage for people seeking aid. It is designed to triage large numbers of people seeking care. The Claremont area NEHC plans are currently insufficient, as sites such as Disnard Elementary School do not have sufficient parking nor site provisions for accommodating large numbers of people. The Region is seeking a suitable site that has enough space inside, and enough parking for the public.
2. **The Regional Multi Agency Coordination Entity (MACE)** currently would set up in the Commissioner's Conference Room. A recent Exercise has confirmed a need to seek a larger site to accommodate this purpose – the site would have to have technological and audio visual capabilities such as multiple phone lines and computer capabilities. The Armory site would be ideal for this purpose, as well as its proximity to the dispatch authorities.
3. **Alternate Care Site:** If Valley Regional Hospital became overwhelmed and beyond their surge capacity, the Region would require a place for an Alternate Care Site 25-bed emergency medical facility to be set up off-site. The current plans for such a site in the region suggests using Disnard Elementary school, which has been determined to be insufficient for such purpose, due to facility set up and parking considerations. The Armory site would be an ideal site for setting up the ACS, with room still to have the MACE and/or NEHC sites in the same building.
4. **Emergency Shelter:** The Claremont Fire Department has identified the desire to find a shelter site in Claremont, with back-up generator power, for ice storm sheltering, and other emergency sheltering needs for the public. Claremont currently does not have such a site. The Armory site would be ideal for this purpose.

5. **Training Site:** Multiple emergency response entities could use this site for many kinds of trainings.
6. **Storage Site:** The site is large and could be used for storage of trailers, and emergency supplies. It would be ideal; and centrally located. The law enforcement's mobile response command center trailer, as well as fire haz-mat decontamination trailers and equipment.
7. **Office Space for Public Health:** It would be advantageous for Public Health to have a home – This facility would be ideal, and it makes great sense to have public health and dispatch together.
8. **Joint Information Center (JIC):** The proximity to Emergency Dispatch would facilitate the creation of a Joint Information Center (JIC) – this is an entity designed to streamline communications between Emergency Service Functions of fire/ems/police and public health during any emergency.